



Navy Directives References and Enclosures

Presented By:
DNS-15



References and Enclosures

REFERENCES



References and Enclosures

References

- Use only documents as references that have a direct bearing on the subject of the directive (Per SECNAV M-5216.5) and that will significantly facilitate the understanding of a directive (OPNAVINST 5215.17).
- Please keep references to a minimum. Avoid unnecessary or complicated references (SECNAV M-5216.5).
- Documents that are in the hands of addressees, or easily accessible, shall be listed in the reference line(s) (OPNAVINST 5215.17). Avoid NOTAL references.
- When not easily accessible, or not distributed to all addressees, indicate “(NOTAL)” for 'Not to All.'
- All references must be current and listed alphabetically (a through z) in the order in which they are cited individually within the text of the directives cover letter.
- Each reference must be cited within the text of the directives cover letter and in the order they are listed in the reference section.



References and Enclosures

References

- At least two lines of the “Purpose” paragraph must be on page 1 of all Navy directives. If there are too many references to allow this, continue with the references in an enclosure (normally enclosure (1)).
- If there are more than 26 references, continue the identification with (aa), (ab), etc.
- Any document that is being canceled or previously has been canceled, or any draft documents, can not be used as a reference. References must be considered current and in effect!
- When a directive is referenced, the information should be adequate to ensure accurate identification.
- “Series,” “latest edition,” etc. are not allowed when identifying references; must cite the current version.
- The reference(s) of a directive do not become obsolete merely because a revision has been issued, and no change to a directive will be issued merely to update such a reference.



References and Enclosures



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

Lowercase letter in parentheses before the description of every reference

(Ensure that the "Show All" button is on from the Standard Toolbar in order to view the format properly)

OPNAVINST SSIC.XX
Sponsor Code
DD MMM YYYY
(leave date blank; add once signed)

If more than one line to describe a reference, please align with the first word on the first line.

OPNAV INSTRUCTION SSIC.XX (Refer to SECNAVINST 5215.1D and OPNAVINST 5215.17 for the DON Directives Issuance System policies, procedures and responsibilities. The SSIC number should reflect the most important subject covered in the instruction--refer to SECNAV M-5210.2.)

From: Chief of Naval Operations

Subject: TITLE OF INSTRUCTION IN ALL CAPS (DO NOT USE ACRONYMS IN SUBJECT LINE)

Ref: (a) Any applicable references are inserted here
(b) References must be current and listed alphabetically
In order as they are cited in the text
(c) Keep references to a minimum

Encl: (1) All enclosures must be identified here exactly as the title appears on the actual enclosure
(2) They must be listed numerically as they appear in the text
(3) All enclosures must be legible and reproducible

Three spaces follow the colon



References and Enclosures

Citation of References

- Refer to SECNAV M-5216.5, chapter 7, paragraph 9d (subparagraphs (1) through (18)) from pages 7-6 to 7-10 for correct citations.

Navy Instructions

- A Navy instruction requires (a) the SNDL short title combined with the term “INST” and (b) the SSIC with the consecutive number and, if any, a revision letter.

EXAMPLES:

SECNAVINST 1120.1A

OPNAVINST 1750.5A

NAVSUPINST 7510.1

- If referencing a large instruction/manual/publication/etc., do not call out the chapter, section, or paragraph in the reference line. Instead, identify them when using the reference in the text of the directive. For example, “. . . per reference (a), chapter 2, paragraph 6a . . .”



References and Enclosures

Citation of References

Navy Notices

(8) A Navy notice requires (a) the SNDL short title of issuer combined with the term “NOTE” and the SSIC, (b) the serial number, (c) the date, and (d) the cancellation date enclosed in parenthesis (e.g., (Canc: Aug 08)). If referencing a large notice, do not call out the chapter, section, or paragraph in the reference line, instead, identify them when using the reference in the text of the correspondence.

EXAMPLE :

OPNAVNOTE 5216 Ser 09B/6U709210 of 21 May 08 (Canc: May 09)

NOTE: SECNAV/OPNAV directives use 4-digit years since they are permanent Federal records. For the example above, “. . . of 21 May 2008 (Canc: May 2009)”



References and Enclosures

Citation of References

Navy Publications

- (13) A Navy publication requires (a) the issuer and (b) the publication number.

EXAMPLE:

NAVPERS 15018



References and Enclosures

Citation of References

Navy Memos and Letters

- Per OPNAVINST 5215.17, avoid referencing memos and letters because they are considered short-term documents.

(1) Naval correspondence requires (a) the SNDL originator short title, (b) the type of correspondence (“ltr” or “memo”), (c) the SSIC, (d) the originator’s code by itself or in a serial number, and (e) the date. If the reference was not dated, type “(undated)” as illustrated below.

EXAMPLE :

USS SEAWOLF ltr 7200 Ser SSN 21/124 of 19 Apr 07

USS PORTER ltr 5216 Ser DDG 78/437 of 7 Mar 06 (NOTAL)

CNO memo 5216 Ser 09B33/6U317731 (undated)



References and Enclosures

Citation of References

Department of Defense Instructions, Directives and Publications

(9) A DoD directive or instruction requires (a) the short title of issuer with either Instruction or Directive, (b) the SSIC with consecutive number, and (c) the date with the month spelled out. If referencing a large instruction or directive, do not call out the chapter, section, or paragraph in the reference line, instead, identify them when using the reference in the text of the correspondence.

EXAMPLE:

DoD Directive 2000.1 of 6 May 2006
DoD Instruction 1995.1 of 4 April 2008

(10) A DoD publication requires (a) the short title of issuer (b) the publication number, (c) the publication type, (d) the title, and (e) the date.

DoD 5200.28-M, ADP Security Manual (C3I), January 1973



References and Enclosures

Citation of References

Federal Regulations

(14) Code of Federal Regulations requires (a) the title number, (b) the term “CFR”, (c) the part or chapter number, and (d) the section number (optional).

EXAMPLE :

41 CFR 201-45.000

(15) Federal Register (FR) requires (a) the volume number, (b) the term “FR”, and (c) the page number.

EXAMPLE :

21 FR 623

(16) A United States Code requires (a) the title number, (b) the term “U.S.C.”, (c) the section symbol (§), and (d) the section number. Do not include spaces in the term “U.S.C.”

EXAMPLE :

28 U.S.C. §1498



References and Enclosures

Citation of References

Executive Orders

(17) An Executive Order requires (a) the term “E.O.” and (b) the order number.

EXAMPLE:

E.O. 12564



References and Enclosures

Citation of References

Chairman, Joint Chiefs of Staff Instructions and Manuals

The Chairman, Joint Chiefs of Staff instructions and manuals are cited similar to Navy instructions: short title "CJCS" followed immediately with term "I" or "M" and then the instruction/manual number and consecutive number and, if any, a revision letter

Example:

CJCSI 1001.01A

CJCSM 3150.13C



References and Enclosures

Verification of References

- It is the responsibility of the sponsor/originator to have in hand all references of the Navy directives in which they are responsible.
- To verify currency of references, go to the appropriate official source. For example, all SECNAV and OPNAV directives are listed on the DONI Web site. For NAVAIR directives, go to the NAVAIR Directives Web site, etc.
- A list of DoD and Navy issuances Web sites are located under "Links" on the DONI Web site.

<http://doni.documentservices.dla.mil/links.aspx>

Information Regarding Government Issuances and Publications

- DEPARTMENT OF DEFENSE (DoD) ISSUANCES
- DoD FORMS MANAGEMENT PROGRAM
- BUMED DIRECTIVES
- BUPERS - NAVPERS DIRECTIVES
- COMNAVRESFORCOM, COMNAVRESFOR, AND COMNAVAIRFORES DIRECTIVES (CAC/registration required)
- NAVFAC DIRECTIVES
- NAVSEA DIRECTIVES
- NAVAIR ISSUANCES
- NETC DIRECTIVES
- SPAWAR ISSUANCES
- USFF DIRECTIVES
- COMSC INSTRUCTIONS AND NOTICES
- MARINE CORPS ORDERS AND DIRECTIVES
- Joint Doctrine, Education, & Training Electronic Information System
- NAVY DOCTRINE LIBRARY SYSTEM (CAC-ENABLED ACCESS ONLY)
- ARMY PUBLISHING DIRECTORATE
- US COAST GUARD ISSUANCES
- AIR FORCE E-PUBLISHING
- NAVY RECRUITING
- MARINE RECRUITING
- COMNAVAIRFOR Instructions (CAC enabled)

Official DoD and DON Web sites and General Information

- DoD Websites
- Navy Bureau of Medicine and Surgery (BUMED)
- Navy Office of the General Council
- United States Navy Reserve Information
- Department of Homeland Security
- Department of Defense
- DON CHR Site
- Commander, Navy Installations Command (CNIC)
- Privacy Act Information
- NATO
- THE WHITE HOUSE
- Department of the Navy/Assistant for Administration (DON/AA) Web site



References and Enclosures

ENCLOSURES



References and Enclosures

Enclosure Standards

- All enclosures must be identified in the enclosure section exactly as the title appears on the actual enclosure.
- Sentence case, not all capitals, in the enclosure section.
- As with references, all enclosures must be first cited in the cover letter of the directives.
- Must be listed numerically in the order in which they are cited within the text of the directive cover letter.
- All enclosures must be legible and reproducible (this includes all graphs, charts, tables).
- Per SECNAV M-5216.5, enclosing an existing document as an enclosure is not allowed.



References and Enclosures

Enclosure Standards

- Never list an item in both the enclosure line and reference line of the same directive.
- Forms cannot be enclosures to directives unless they are complicated to complete and a completed sample is needed (per SECNAV M-5213.1).
- Enclosures to a directive are part of the directive. When the directive is cancelled, the enclosure(s) is(are) normally cancelled as well.
- Enclosures to change transmittals are not marked as “Enclosure (1)” etc., since they bear the marking of the directive being changed. Although actions for removing obsolete or superseded pages, and for inserting pages, are included in a change transmittal, the pages are not labeled as enclosures to the transmittal.



References and Enclosures

Use a number in parentheses before the description of every enclosure

Two spaces follow the colon

If enclosure title is longer than one line, start consecutive lines under the first letter of the first word of the first line of the enclosure title



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(Ensure that the "Show All" button (¶) is on from the Standard Toolbar in order to view the format properly) → OPNAVINST SSIC.XX¶
→ Sponsor Code¶
→ DD MMM.YYYY.¶
→ (leave date blank; add¶
→ once signed) ¶

¶
OPNAV INSTRUCTION SSIC.XX (Refer to SECNAVINST 5215.1D and OPNAVINST 5215.17 for the DON Directives Issuance System policies, procedures and responsibilities. The SSIC number should reflect the most important subject covered in the instruction. refer to SECNAV M-5210.2. . . ¶

From: Chief of Naval Operations¶

Subject: TITLE OF INSTRUCTION IN ALL CAPS (DO NOT USE ACRONYMS IN¶
SUBJECT LINE) ¶

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In order as they are cited in the text

(c) Keep references to a minimum¶

Encl: (1) All enclosures must be identified here exactly as¶
the title appears on the actual enclosure¶

(2) They must be listed numerically as they appear in the¶
text¶

(3) All enclosures must be legible and reproducible¶



References and Enclosures

Formatting Enclosures

- The title of the enclosure within the body of the instruction should be always in all upper case letters and underlined, centered on the top of the first page of the enclosure. For example:

DEFINITIONS AND PROCEDURES

- Whenever possible, enclosures should follow the same format and outline as the directive cover letter
 - Margins: header, top, bottom, left and right are 1”; footer margins are 0.5 inch.
 - Font: Courier New, font size 12
 - Outline per figure 7-8 of SECNAV M-5216.5
- As with directive cover letters, do not include page number on page 1 of enclosures.



References and Enclosures

Formatting Enclosures

- Unlike memos and letters, the enclosure identification (“Enclosure (1)”) must be on EVERY page in the footer of an enclosure, flushed to the right margin.
- Unlike memos and letters, the page numbers of enclosures are on the **same line** as the enclosure identification:

2

Enclosure (1)

- DO NOT include returns after the enclosure identification (i.e., “Enclosure (1)”) in the footer. It causes the enclosure identification to be above the .5 inch margin.
- When the text of an enclosure runs landscape on the page, the enclosure identification may be made to run parallel to the text, and if so, will be placed in the lower right margin of the footer and no return (slide 22).



Title in
all caps and
underlined

References and Enclosures

Header
margin
1 inch

First Page Header -Section 2-

DEFINITIONS AND PROCEDURES

Courier New
Font 12

Top, bottom,
right, and left
margins are
1 inch

No page
number on the
first page of
the enclosure

Footer
margin
0.5 inch

First Page Footer -Section 2-

Enclosure (1)

Header -Section 2-

Enclosure identification
is flushed to the right
margin of the footer and
no return

The page number of
the enclosure is
centered and on the
same line as the
enclosure
identification

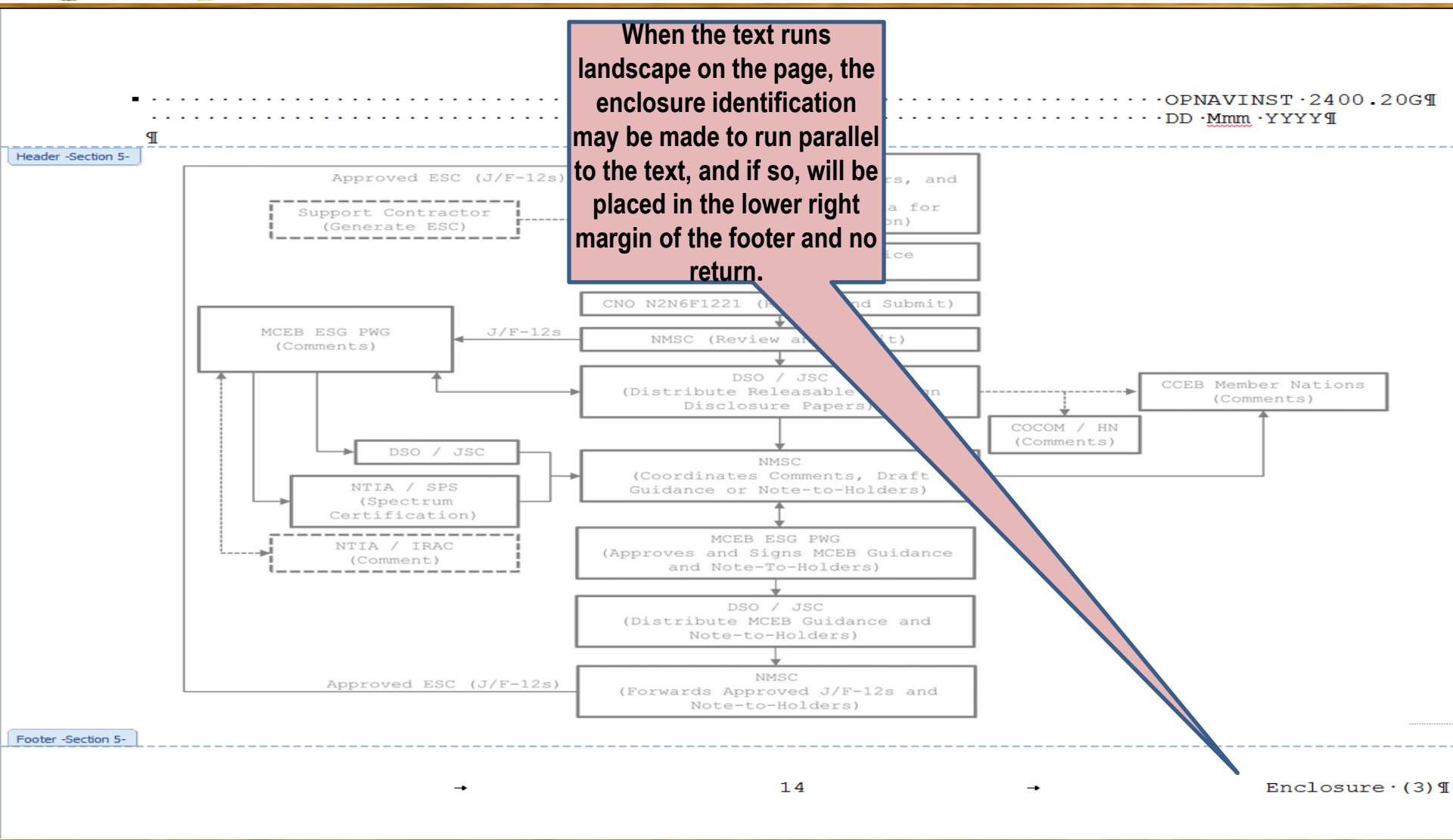
Footer -Section 2-

2

Enclosure (1)



References and Enclosures





References and Enclosures

Enclosure in
change
transmittal

Change Transmittal

Changed
pages are not
labeled as
“Enclosure” in
the change
transmittal

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OPNAVINST 4200.7 CH-1
N41

OPNAV INSTRUCTION 4200.7 CHANGE TRANSMITTAL 1

Subj: OFFICE OF THE CHIEF OF NAVAL OPERATIONS SERVICES CONTRACT
REQUIREMENTS MANAGEMENT

Encl: (1) Revised Page 7
(2) Revised Page 8

1. Purpose. To change Commander, Naval Supply Systems Command (NAVSUPSYSCOM) and Fleet Logistics Center Norfolk (NAVSUP FLC NORFOLK) contract support services contract performance metric reporting requirements to the Director, Naval Staff (DNS) to allow sufficient time for data assembly and staffing of reports and to remove redundant reporting requirements.

2. Action. Remove pages 7 and 8 of the basic instruction and insert enclosures (1) and (2), respectively.

P. H. CULLOM
Deputy Chief of Naval Operations
(Fleet Readiness and Logistics)

Distribution:
Electronic only via Department of the Navy Issuances Web site
<http://doni.documentservices.dia.mil> Section Break (Next Page)

1

1) shall serve as the central clearing house for all OPNAV studies. Such studies, including those in the integrated analytic agenda, will be governed by this instruction and shall comply with Assistant Secretary of the Navy (Research, Development, and Acquisition) ASN RD&A policy and the established service contract requirement review process.

2) Commander, NAVSUPSYSCOM shall:

(1) Serve as the single point of discussion for all OPNAV CSS requirements.

(2) Provide guidance and expertise on the OPNAV services requirements contracting process. Specifically, issue the formal process for contracting for CSS, include required documentation and the timeline for submission by OPNAV. Establish metrics to reflect effectiveness of CSS contract support, including requirements definition and contract award, and report to DNS on a quarterly basis. Reports shall be submitted to DNS no later than 30 calendar days following the end of each quarter. An annual performance metric report shall satisfy the quarterly reporting requirement for the fourth quarter.

(3) Ensure that OPNAV service contracts comply with applicable statutes, regulations, policies, and other requirements. These include the Competition in Contracting Act; Public Law 100-453, Organizational Conflict of Interest; the Procurement Integrity Act; the Anti-Inefficiency Act; Personal Services and Joint Ethics Regulations; and the Proper Use of Non-DoD Contracts policy memorandum issued on 29 October 2004 by the Acting Under Secretary of Defense (Comptroller).

(4) Establish a training curriculum to cover key areas of the process from development of requirements to contract closeout that includes, at a minimum, market research, source selection, and effective contract management. NAVSUPSYSCOM will provide initial concentrated training for OPNAV action officers to give them a better understanding of their responsibilities for effectively managing contractor services from planning to payment. Specifically, OPNAV services contracts shall not be

Page Break



References and Enclosures

REFERENCE SCENARIOS



References



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.....OPNAVINST XXXX.XXX
.....NXX
.....DD Mmm.YYYY

OPNAV INSTRUCTION XXXX.XXX

From: Chief of Naval Operations

Subj: XXXXX XXXXXX XXXXX XXXXXXXXXXXX

Ref: (a) Title 10 USC § 153
.....(b) DODD 7730.65 of 3 Jun 2002, Department of Defense
.....Readiness Reporting System
.....(c) DODI 8260.03 of 23 Aug 2006, Organizational and Force
.....Structure Construct for Global Force Management
.....(d) JROCM 112-10 of 6 Jul 2010, Global Force Management
.....Data Initiative Data Sharing Business Rules
.....(e) Global Force Management Data Initiative Data Sharing
.....Business Rules (v6.2) of Jul 2010
.....(f) CJCSI 3401.02B of 31 May 2011, Force Readiness
.....Reporting
.....(g) CNO Memorandum, Series, Forces for Unified Commands, FY
2011

Encl: (1) References



References



DEPARTMENT OF THE NAVY
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.....OPNAVINST XXXX.XXXX
.....NXX
.....DD Mmm YYYYY

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OPNAV INSTRUCTION XXXX.XXX ¶

¶

From: Chief of Naval Operations ¶

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Subj: XXXXX XXXX XXXX XXXXXXXX ¶

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Ref: (a) 10 U.S.C. §153 ¶

.....(b) DoD Directive 7730.65 of 3 June 2002 ¶

.....(c) DoD Instruction 8260.03 of 23 August 2006 ¶

.....(d) JROCM 112-10, Global Force Management Data ¶

.....Initiative Data Sharing Business Rules, July 2010 ¶

.....(e) Global Force Management Data Initiative Data Sharing → ¶

.....Business Rules (v6.2) of Jul 2010 ¶

.....(f) CJCSI 3401.02B ¶

.....(g) CNO Memo SSIC and originator code and or serial number
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Encl: (1) References ¶

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References

.....OPNAVINST 3501.360A¶
.....DD MMM 2014¶

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-(h) Title 14 USC § 3¶
-(i) Coast Guard and Maritime Transportation Act of 2006¶
-(j) COMUSFLTFORCOM/COMPACFLT INST 3501.3D of 01 Oct 2012, Fleet Training Continuum.....¶
-(k) DODD 8320.02 of 2 Dec 2004, Data Sharing in a Net-Centric Department of Defense¶
-(l) DODI 7730.66 of 8 July 2011, Guidance for the Defense Readiness Reporting System → ¶
-(m) OPNAVINST C3501.2K of 22 January 2012, Naval Warfare Mission Area and Required Operational Capability/Projected Operational Environment Statements Operational Environment Statements
-(n) OPNAVINST 5513.1F of 7 Dec 2005, Department of the Navy Security Classification Guides¶
-(o) SECNAVINST 5000.36A of 19 Dec 2005, Department of the Navy Information Technology Applications and Data Management ¶
-(p) DOD 8320.02-G of 12 April 2006, Guidance for Implementing Net-Centric Data Sharing¶

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References

.....OPNAVINST 3501.360A¶
.....DD MMM 2014¶

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REFERENCES¶

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-(h) 14 U.S.C. §3¶
-(i) Coast Guard and Maritime Transportation Act of 2006¶
-(j) COMUSFLTFORCOM/COMPACFLTINST 3501.3D¶
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-(n) OPNAVINST 5513.1F¶
-(o) SECNAVINST 5000.36A¶
-(p) DoD 8320.02-G, Guidance for Implementing Net-Centric¶
.....Data Sharing, April 2006¶

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Enclosures

ENCLOSURE SCENARIOS



Enclosures



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..... OPNAVINST XXXX.XX
..... NXXX

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OPNAV INSTRUCTION XXXX.XX

¶

From: Chief of Naval Operations

¶

Subj: JOHN-DOE AWARDS FOR EXCELLENCE IN NAVY

¶

Encl: (1) JOHN-DOE AWARDS PROGRAM ENTRY CRITERIA AND
GUIDELINES

¶



Enclosures



DEPARTMENT OF THE NAVY
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.....OPNAVINST XXXX.XX
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OPNAV INSTRUCTION XXXX.XX

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Encl: (1) John-Doe-Awards-Program-Entry-Criteria-and-
.....Guidelines

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Enclosures

.....OPNAVINST XXXX.XX

JOHN-DOE AWARDS PROGRAM ENTRY CRITERIA AND GUIDELINES

1. Program Objectives. The John-Doe Awards Program is designed to:

a. Recognize and reward the accomplishments and achievements of command programs and personnel.

b. Encourage Navy units to maintain a program designed to keep the internal and external audiences informed on current U.S. Navy activities, promote community outreach, and foster continued mutual support in total force public affairs, to include special projects and events.

2. Eligibility. All Navy commands and activities with military or civilian personnel who perform public affairs as a primary or collateral duty, with the exception of XXXX, are eligible to submit unit entries. Those personnel who perform good affairs duties, either as a primary or collateral duty, are eligible for the individual categories. Entries must be submitted by the unit that planned and executed the program.

3. Competition Year and Performance Periods.

a. The competition year is the calendar year immediately preceding the calendar year entries are judged and winners selected. The competition year will be included in the title of the program.

b. All entries in the individual category awards will be based on performance during the competition year.

c. Entering unit category awards can be more complex.

(1) The research, planning, implementation and assessment of a non-recurring PA program, such as an internal program about safety in the shipyard or a special observance such as the War of 1812, might take more than one year. Therefore, a command may either enter a program that completed during the competition year or enter a program in progress at the end of the competition year. If the command enters a program in progress at the end of the competition year, it may also submit the program in the following competition year.

Enclosure (1)

.....OPNAVINST XXXX.XX

if it is completed during that competition year. Depending on the program's quality and its competition, it can win the award twice. Although this is unusual, it is preferred over a command not being able to submit a program only once because it doesn't line up perfectly to the annual calendar.

(2) Continual PA programs, such as ship visiting or routine release of information to the public, are best put on a "research, plan, implement, assess cycle" conforming to the competition year. This allows the continual programs to show all complete facets of the cycle each year.

4. Unit Award Categories and Subcategories.

a. Community Outreach Category. This category recognizes standing programs aimed at direct contact with the community to achieve good relations and cooperation with the citizens, leaders and organizations in surrounding communities. Examples are visiting programs, speaking programs, community service projects, and committees or other bodies with command and community representatives formed to collaborate on issues of mutual interest to the command and the community.

b. Special Events and Projects Category. This category recognizes programs such as national or local observances, heritage celebrations, anniversaries, special recognition of military and civilian personnel, families, veterans and similar groups, commissionings, and other activities.

c. Public Information Category. This category recognizes planned short- or long-term public information programs not considered community outreach. This will generally include media relations activities, but are not a required element of the program. Examples are communicating about the command and its missions, noise abatement, command accomplishments, outstanding command members, supporting a healthy command environment, and business or employment opportunities.

d. Crisis Communication Category. This category recognizes public affairs responses to emergent situations. Emergent situations are defined as sudden, unpredictable events with high potential for adverse news coverage. Examples are accidents, disasters, fires, explosions, outbreaks of contagious or fatal diseases, protest demonstrations, and allegations of improper actions or conduct on the part of individuals in a command.

2



Enclosures

.....OPNAVINST XXXX.XX¶
.....DD-Mmm-YYYY¶

Header-Section 1- JOHN-DOE AWARDS PROGRAM ENTRY CRITERIA AND¶
GUIDELINES¶

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Footer-Section 1-

→ Enclosure (1)¶

.....OPNAVINST XXXX.XX¶
.....DD-Mmm-YYYY¶

Header-Section 2- ¶
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...a. Community Outreach Category. This category recognizes standing programs aimed at direct contact with the community to achieve good relations and cooperation with the citizens, leaders and organizations in surrounding communities. Examples are visiting programs, speaking programs, community service projects, and committees or other bodies with command and community representatives formed to collaborate on issues of mutual interest to the command and the community. ¶
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...b. Special Events and Projects Category. This category recognizes programs such as national or local observances; heritage celebrations; anniversaries; special recognition of military and civilian personnel, families, veterans and similar groups; commissionings; and other activities. ¶
¶
...c. Public Information Category. This category recognizes planned short- or long-term public information programs not considered community outreach. This will generally include media relations activities, but are not a required element of the program. Examples are communicating about the command and its missions, noise abatement, command accomplishments, outstanding command members, supporting a healthy command environment, and business or employment opportunities. ¶
¶
...d. Crisis Communication Category. This category recognizes public affairs responses to emergent situations. Emergent situations are defined as sudden, unpredictable events with high potential for adverse news coverage. Examples are accidents, disasters, fires, explosions, outbreaks of contagious or fatal diseases, protest demonstrations, and allegations of improper ¶

Footer-Section 2-

→ 2 → Enclosure (1)¶